



## ALAMEDA RECREATION AND PARK DEPARTMENT

2226 Santa Clara Avenue, Alameda, CA 94501 · (510) 747-7529

# RECREATION CENTER RENTAL

1. The following centers may be reserved on weekends, when available:
  - ◆ **Bayport** – 301 Jack London Avenue (near Alameda Point)
  - ◆ **Harrison** (located in Lincoln Park) - 1450 High Street
  - ◆ **Leydecker** - 3225 Mecartney Road (Bay Farm Island)
2. Facilities are not available on the weekends and day of: **New Year's Eve, Martin Luther King', Presidents' Birthday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day/Day After and Christmas Eve/Day.**
3. All requests must be made in person at the Recreation and Park Department, 2226 Santa Clara Avenue, Alameda, during regular business hours.
4. Reservations will not be accepted less than seven (7) working days or more than ninety (90) days prior to the date requested. **EXCEPTIONS:** Wedding receptions and Class Reunions may be reserved up to six (6) months in advance.
5. All fees must be paid in full at the time the reservation is issued. Cash, personal check (payable to ARPD), VISA or MasterCard, cashier's check and money order are acceptable. **A Refundable Cleaning and Security Deposit of \$300 is required at the time of booking.**
6. Permits will be issued to adults 21 years and over.
7. A two-hour minimum is required. Set-up and clean-up time will be included in the total number of hours of the permit.
8. Refunds granted under special circumstances.
9. Groups or individuals may not reserve the facility on a regular month-to-month or week-to-week basis. Groups or individuals may not reserve the same facility more than two times per quarter.
10. An assigned ARPD staff person will arrive 15 minutes before the permit time and will be in charge of the facility during the entire permit time. Staff will assist the rental group in set up and clean up. **Groups will not be admitted earlier than the starting time of the permit.**
11. All plans for decorations must be approved by the Alameda Recreation and Park Department prior to installation and decorations must be removed at the end of the permit time. Nails, tacks, staples, electrical tape or marring materials are not to be used or attached to walls or fixtures on any City property. Confetti, candles and other open flames are prohibited.
12. Alcohol may be served providing certain insurance guidelines are met. Check with Department representative for details. Consumption of alcoholic beverages is restricted to inside the recreation centers with the exception of the enclosed patio at Harrison Center (**Alameda City Ordinance No. 23-1.7**). Alcohol may not be sold.
13. Smoking is not allowed in the building.
14. Advertising or selling of any product or service is prohibited

15. **Deposit Refunds:** Lessee is expected to return the reserved room to pre-use condition in order to receive refunds. The lessee must agree to take full responsibility for the behavior exhibited by his/her guests. If staff deems a situation uncontrollable and must call for police intervention, the total deposit will be automatically forfeited.
16. Centers may be reserved, when available, during the following hours:

**Bayport Recreation Center**

9:00 a.m. - 10:00 p.m.

99 Dining; 212 Assembly

**Harrison Recreation Center (Lincoln Park)**

9:00 a.m. - 11:00 p.m.

110 Dining; 240 Assembly

**Leydecker Recreation Center**

9:00 a.m. - 12:00 midnight

70 Dining; 150 Assembly

**NOTE:** Music is confined to inside buildings. Music must be concluded at 10:00 p.m. at Bayport and Harrison Centers and at 11:00 p.m. at Leydecker Center. **NO AMPLIFIED MUSIC ALLOWED OUTSIDE.**

17. All requests will be considered on a first-come, first-served basis using the following priority system:

**GROUP A - ALAMEDA RECREATION AND PARK DEPARTMENT**

All Recreation and Parks sponsored groups or programs.

**GROUP B - SCHOOL GROUPS AND GOVERNMENTAL AGENCIES**

All school groups directly related to the Alameda Unified School District or one of the Alameda parochial or private schools. Government agencies for community service programs only.

**GROUP C - NON-PROFIT, TAX EXEMPT PUBLIC YOUTH GROUPS AND/OR PUBLIC ADULT GROUPS**

All public **youth** groups (Alameda based and/or majority membership Alameda residents) whose primary purpose is the promotion of the welfare of Alameda school-age children. Group must be non-profit, tax exempt, non-restrictive in membership, meet regularly, and have a definite organizational structure and by-laws. Groups include: PTA and other school associated parent/teacher/student associations such as Booster Clubs, Student Body Clubs, etc.

All public **adult** groups (Alameda based and/or majority membership Alameda residents) whose primary purpose is the promotion of the welfare of adults and/or youth and/or civic improvement. Groups must be non-profit, tax exempt, non-restrictive in membership, meet regularly, and have definite organizational structure and by-laws.

**GROUP C1- PUBLIC YOUTH GROUPS AND/OR PUBLIC ADULT GROUPS**

All public **youth** groups (Alameda based and/or majority membership Alameda residents) whose primary purpose is the promotion of the welfare of Alameda school-age children. Groups must meet regularly, have a definite organizational structure and by-laws.

**GROUP C1- PUBLIC YOUTH GROUPS AND/OR PUBLIC ADULT GROUPS (Continued)**

All public **adult** groups (Alameda based and/or majority membership Alameda residents) whose primary purpose is the promotion of the welfare of adults and/or youth and/or civic improvement. Groups must meet regularly, have a definite organizational structure and by-laws.

**GROUP D - ALL OTHER YOUTH OR ADULT GROUPS**

All other **youth or adult** groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc. Profit making groups will not be allowed.

**RENTAL FEES - EFFECTIVE FEBRUARY 23, 2010****ALL PERMITS REQUIRE ASSIGNED STAFF**

	A	B	C	C1	D
<b><u>MEETING ONLY</u></b>	<b>NO COST</b>	<b>\$20 per hour</b>	<b>\$45 per hour</b>	<b>\$45 per hour</b>	<b>NOT ALLOWED</b>
<b><u>OTHER ACTIVITIES</u></b>	<b>NO COST</b>	<b>\$30 per hour</b>	<b>\$55 per hour</b>	<b>\$55 per hour</b>	<b>\$90 per hour</b>
<b><u>FUND RAISING</u></b>	<b>NO COST</b>	<b>\$30 per hour</b>	<b>\$55 per hour</b>	<b>\$55 per hour</b>	<b>\$125 per hour</b>

**NOTE: NON-RESIDENTS ADD AN ADDITIONAL \$30 PER HOUR**

**A Refundable Cleaning and Security Deposit of \$300 is required at the time of booking.**

18. Functions involving minors must provide a minimum of one chaperone (21 years and older) per 10 minors.
19. The City of Alameda and the Alameda Recreation and Park Department assume no legal responsibility for personal injuries, thefts or losses of private property while on or using City facilities. Each organization and group should provide their own personal liability insurance where injuries, thefts or losses might occur.
20. Fees will not be refunded for reserved time not used. Fees are based on an hourly basis; there is no ration of rates for half hour used.

Revised – September 2, 2011